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United Nations A/CONF.197/INF/1

Second World Assembly on Ageing
Madrid
8-12 April 2002

Distr.: General
21 March 2002

Original: English

Information for participants

I. Site and date of the Assembly

1. The Second World Assembly on Ageing will be held from 8 to 12 April 2002 at the Palacio Municipal de Congresos in Madrid. The address is as follows:

Second World Assembly on Ageing
Palacio Municipal de Congresos
Campo de las Naciones
Avenida de la Capital de España, s/n
28042 Madrid, Spain
Telephone: (91) 722.0400
Fax: (91) 721.0607
E-mail: camponaciones@munimadrid.es

2. The Palacio is approximately 25 minutes from the centre of Madrid on the metro in non-peak hours (10 km) and five minutes from the international airport of Barajas.

II. Opening meeting of the Assembly

3. The formal opening of the Assembly will take place at 10 a.m. on Monday, 8 April 2002, in the Plenary Hall on the third floor of the Palacio.

III. Accreditation of participants

4. Delegations are advised that every member of official or observer delegations, members of the parties of heads of State and Government, or technical support staff who will need access to the conference site in Madrid will be admitted only upon presentation of a United Nations conference pass with a photograph. United Nations staff in Madrid will register and issue passes to all the above categories of participants on the basis of a comprehensive list of delegates and the individual accreditation form (see attachment). Accreditation forms in English, French and Spanish are available at the United Nations Protocol and Liaison Service. It is suggested that the accreditation forms be forwarded by the Permanent/Observer Missions and Offices to their respective capitals, headquarters and/or embassies in Madrid for pre-accreditation purposes.

5. As a special courtesy, it will be possible for those members of Permanent/Observer Missions in New York who will participate in the Second World Assembly on Ageing to fill out the accreditation forms, have them authorized

by the Protocol and Liaison Service and be issued conference passes for Madrid before their departure for Spain. Pre-accreditation of participants based in New York will be in effect as of this writing until 27 March 2002.

6. The on-site accreditation of delegates to the Second World Assembly on Ageing is scheduled to begin in Madrid on 4 April 2002 and will be carried out by the United Nations Protocol Accreditation Unit. The Unit will be located at the IFEMA Pavilion No. 1 (next to the Palacio), Juan Carlos I Exhibition Centre, Madrid. In order to be accredited, each delegation is expected to present a comprehensive list of participants or credentials together with duly filled-out individual accreditation forms to the Protocol Accreditation Unit. Upon authorization, the delegates will be photographed and issued conference passes. It should be noted that it will be possible for authorized representatives of delegations to submit **in advance** to the Protocol Accreditation Unit complete packages of duly filled-out accreditation forms together with the delegates' list **and photographs of the participants**. The packages will be processed by the Protocol and Accreditation Unit within 24 to 48 hours and then packages of passes can be collected by the representatives of delegations for subsequent distribution.

7. Permanent Representatives and Observers are also advised of an additional specialized procedure for accreditation for the Second World Assembly on Ageing. It will be possible for delegations willing to utilize this option to submit **electronically** to the Protocol and Liaison Service passport-like digital images of delegates and their accreditation forms. Please be advised that photographs will **only** be accepted if they are submitted in conjunction with delegation lists and completed accreditation forms. Photographs submitted electronically should be prepared in .jpg format at 640x480 resolution and no larger than 50 kb in file size to facilitate their conversion into the system. Delegations that choose to submit materials by e-mail should mention the name of the Member State or organization in the subject of their message. In addition, enclosed photographs and accreditation forms should include the name of the Member State or organization and the name of the individual delegate in the file name. Accreditation forms in English, French and Spanish can be accessed at www.un.org/ageing. The list of delegations, forms and images may be submitted by e-mail as of 22 March 2002 and should be sent to Marybeth Curran at curran@un.org. Once processed, packages of conference passes will be available for collection from the Protocol Accreditation Unit in Madrid.

8. Following past practice, heads of State and Government, Vice-Presidents and Crown Princes will be issued VIP passes without photos. Participants at the level of Deputy Prime Minister and Cabinet Minister will be issued VIP passes with photos. VIP passes for all the above-mentioned categories of participants will be issued upon presentation of the accreditation forms and, where required, one passport-sized photograph. Spouses of delegates, regardless of rank, will be entitled to the same type of passes as principals. Loss of a conference pass must be reported immediately to United Nations security personnel in Madrid.

9. Members of security details and personal bodyguards of VIPs participating in the Assembly will be issued special passes by the United Nations Security and Safety Service.

10. The United Nations Protocol and Liaison Service in Madrid will publish a list of delegates to the Second World Assembly on Ageing. Permanent Representatives and Observers are kindly requested to submit at their earliest convenience lists of

their respective delegations to the Assembly that should be comprehensive and contain functional titles and designations of all delegates. Delegation lists can be forwarded to the Chief of Protocol, Nadia Younes, Protocol and Liaison Service, United Nations Headquarters, New York, Room S-201A, fax: 212-963-1921 until 27 March 2002. As of 1 April 2002, delegation lists and all other materials should be submitted directly to the United Nations Protocol and Liaison Service at the Palacio Municipal de Congresos, Juan Carlos I Exhibition Centre, Madrid. Delegations will be informed of the telephone and fax numbers at a later date.

IV. Programme of meetings

11. The programme of meetings will be printed in the Assembly Journal, which will be issued on a daily basis and will specify the conference rooms and times of meetings.

12. Morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. If any evening sessions are required, they will generally begin at 6 p.m.

V. Seating arrangements

13. At the opening of the Assembly and at subsequent meetings of the plenary, located on the third floor of the Centre, each government delegation will be assigned four seats, two at table and two behind.

14. In Auditorium B, located on the -4 level of the Palacio, where meetings of the Main Committees will be held, each government delegation will have two seats, one at table and one behind.

15. Specifically identified seating will be available for other participants at the Assembly.

VI. Languages of the Assembly

16. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Assembly.

17. Official documents of the Assembly will be made available in the languages of the Assembly.

VII. Interpretation services

18. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may, in accordance with rule 52 of the provisional rules of procedure, make a statement in a language other than a language of the Assembly. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. This interpretation or written text will be considered by the Secretariat to represent the

official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

19. There will be interpretation services for a total of two simultaneous meetings in both the morning and afternoon. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other major groupings of Member States should therefore be arranged within that framework.

20. Meetings other than those of United Nations bodies, such as meetings of regional or interest groups, will be accommodated according to the availability of meeting rooms and services. Requests for meetings services should be directed to Imre Karbuczky, Conference Coordinator, or Jane Pittson, Deputy Conference Coordinator.

VIII. Circulation of prepared statements

21. A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and other meetings should be given in advance to the conference officer; failing this, delegations are urged to provide five copies (for interpretation into the five other official languages). If delegations wish to have the text distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. All texts should be delivered before the speaker takes the floor, preferably at the start of the meeting. Assembly participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

22. If written texts are provided in more than one official language, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether the official text is to be "checked against delivery" or read out as written.

23. Delegations that wish to have their statements posted on the Internet (Assembly web site) are kindly requested to send an advance electronic copy of their statements to the following e-mail address: webcast@un.org. Delegations that wish to make their speeches available to the media in hard copy should provide a minimum of 300 copies to the documents counter in the Media Centre.

IX. Distribution of official documents

24. The main documents distribution counter for delegations will be located in the lobby at the main entrance.

25. Each delegation will be assigned an individual box at the documents distribution counter in which copies of all official documents issued during the Assembly will be placed. Delegations are reminded that those document boxes, or pigeonholes, are exclusively for the distribution of official Assembly documentation and may not be used for the circulation of any other papers or documents.

26. To determine exact requirements, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document it wishes to receive during the Assembly and the language

desired. The quantity requested should be sufficient to cover all requirements since it will not be possible to provide complete sets of documents after the Assembly.

27. Accredited non-governmental organizations (NGOs) and representatives of the press/media will be able to obtain official Assembly documents at designated documents distribution desks. These desks will be located in the NGO and press lounges.

X. Receipt and circulation of other documents

28. Other documents that Governments and accredited organizations may wish to make available to Assembly participants are to be provided by those Governments and accredited organizations in appropriate languages and quantities. The Secretariat will undertake neither reproduction nor translation of such documents. It is suggested that Governments and accredited organizations make approximately 500 copies available in English, with lesser numbers of the other official languages if those are provided.

29. Two copies of each such document should be forwarded to Lixian Xiong, Documents Submission Officer, for screening. They will be listed in an information note to be circulated at the Assembly.

30. The Secretariat cannot undertake translation, reproduction or distribution of such documents. Delegations will be able to obtain these documents, however, in the areas outside the Plenary and Main Committee rooms.

XI. Media facilities

31. A Media Centre for the use of all journalists accredited to cover the Assembly will be available on the ground floor of the Palacio de Congresos, Auditorium A. Facilities will include a limited number of computer workstations with Internet access available on a first-come, first-served basis and a broadcast village for radio and television journalists.

32. The plenary sessions and other activities will be broadcast live into the Media Centre and by closed-circuit television monitors located throughout the Assembly site. Audio-visual and sound feeds of the plenary sessions, press conferences and other events will be provided to broadcasters live on request, free of charge. Plug-in recording facilities will be available.

33. A documents counter will provide journalists with all Assembly documents as well as copies of daily press releases in English, French and Spanish covering the main activities of the Assembly. They will also be made available electronically on the Assembly web site: www.un.org/ageing.

34. Details concerning press facilities and media accreditation are contained in a separate information note issued by the Department of Public Information of the United Nations Secretariat.

XII. Press conferences and media interviews

35. Daily press briefings by the Spokesperson for the Assembly will be held at 12 noon in the press briefing room located at the Media Centre. This room will also be available for press conferences by delegations and United Nations organizations. Requests for press conferences should be directed to the Office of the Spokesperson for the Assembly in New York at telephone 212-963-8104 until 29 March 2002 and thereafter at the Media Centre of the Assembly.

36. To facilitate media contacts, delegations are invited to provide to the Office of the Spokesperson the name and telephone number in Madrid of the person in the delegation whom journalists can contact to request interviews or other information.

XIII. Non-governmental organizations

37. Representatives of NGOs accredited to the Second World Assembly on Ageing should complete a process of pre-registration by 20 March 2002. On-site registration of NGO representatives will be conducted by the Division for Social Policy and Development (Department of Economic and Social Affairs). It will begin on 4 April and end on 12 April 2002. A registration counter for NGOs will be open at the IFEMA Pavilion No.1 (next to the Palacio), Juan Carlos I Exhibition Centre, Madrid. The following timetable has been set for registration:

Thursday, 4 April	—	9 a.m. to 6 p.m.
Friday, 5 April	—	9 a.m. to 6 p.m.
Saturday, 6 April	—	12 noon to 8 p.m.
Sunday, 7 April	—	12 noon to 9 p.m.
Monday, 8 April	—	8 a.m. to 6 p.m.
Tuesday, 9 April	—	9 a.m. to 6 p.m.
Wednesday, 10 April	—	9 a.m. to 6 p.m.
Thursday, 11 April	—	9 a.m. to 6 p.m.
Friday, 12 April	—	9 a.m.

Representatives of non-governmental organizations will have access to a small number of offices as well as a separate lounge in the Palacio for their use during the Assembly. The United Nations focal point for NGOs is Yao N'Goran, who can be reached while in New York at telephone 963-3175, fax 963-3062, e-mail ngoran@un.org and thereafter in the Palacio.

XIV. Special events

38. A programme of seminars, panels and workshops on issues relating to the Assembly is being organized for Assembly participants by the Spanish Government and sponsored by entities of the United Nations system, countries, international non-governmental organizations and the private sector. These events will be held in close proximity to the site of the Assembly, at the Juan Carlos Exhibition Centre

(IFEMA), as well as at other locations in Madrid. Events will begin on 5 April and continue through 12 April 2002. A calendar of these events will be available at the Assembly site.

39. In addition, there will be an NGO World Forum on Ageing held in IFEMA Pavilion No. 2 from 5 to 9 April 2002. The International Association on Gerontology will also sponsor a forum at the Valencia Conference Centre Hall in Valencia from 1 to 4 April 2002. Further details on these two events can be found in the brochure produced by the Spanish Government entitled "Practical information guide for the Second World Assembly on Ageing", or at the web site www.madrid2002-envejecimiento.org.

XV. Other useful information for participants

Visas

40. Instructions on the issuance of visas for participants in the Assembly can be found in the brochure mentioned in the previous paragraph.

Currency, cheques and credit cards

41. In Spain, the currency used is the euro. Foreign currencies and foreign currency travellers' cheques may be exchanged at banks and most hotels. There are no banking facilities in the Palacio, however facilities are available elsewhere in the Exhibition Centre.

42. All major credit cards are widely accepted in Spain. Foreign currency travellers' cheques, credit cards, or cash may be used to pay hotel and other expenses in Spain.

Electricity

43. The standard electricity in Spain is 220 volts. It is advisable to bring conversion plugs or adapters, if needed.

Climate

44. The average temperature in Madrid in April is approximately 15 degrees Celsius, 60 degrees Fahrenheit.

Services available at the Palacio de Congresos

45. Restaurants, cafeterias and coffee shops at the Palacio will be open during Assembly hours. In addition, a post office, a travel agency and a medical centre are located nearby.

46. A business centre will be established in the Palacio for the use of Assembly participants on a commercial basis.

Internet connection

47. The Department of Public Information will provide live coverage of the Assembly through the World Wide Web. Internet users around the world will be able to follow the Assembly proceedings by viewing the live webcast and access information such as press releases, daily highlights, official documents, daily journal, statements and other information material at the following address: www.un.org/ageing.

XVI. Secretariat focal points

48. The interdepartmental task force on the special session is responsible for coordination within the Secretariat of work related to the preparations for the special session. Specific queries can be directed while in New York to focal points as follows (thereafter in the Palacio):

A. Department of General Assembly Affairs and Conferences Services	Assistant Secretary-General	Miles Stoby Room S-1527B Tel. 963-5739 Fax. 963-9452 stoby@un.org
	Secretary of the Assembly	Margaret Kelley Room S-2950C Tel. 963-4640 Fax. 963-5935 kelley@un.org
	Conference Coordinator	Imre Karbuczky Room S-1537D Tel. 963-6540 Fax. 963-7405 karbuczky@un.org
	Deputy Conference Coordinator	Jane Pittson Room S-1537B Tel. 963-2968 Fax. 963-7405 pittsonj@un.org
B. Department of Economic and Social Affairs	Under-Secretary-General	Nitin Desai Room DC2-2320 Tel. 963-5958 Fax. 963-1010 desai@un.org

	Division for Social Policy and Development	Johan Scholvinck Room DC2-1370 Tel. 963-5855 Fax. 963-3351 scholvinck@un.org
	Programme on Ageing	Alexandre Sidorenko Room DC2-1316 Tel. 963-0500 Fax. 963-3062 sidorenko@un.org
	NGO accreditation (Substantive office)	Yao N'Goran Room DC2-1376 Tel. 963-3175 Fax. 963-3062 ngoran@un.org
	NGO/ECOSOC liaison	Aurora Rodriguez Room DC1-1492 Tel. 963-7864 Fax. 963-9248 rodriguezl@un.org
C. Protocol and Liaison Service	Focal point	Almudena de Ameller Room S-201C Tel. 963-7178 Fax. 963-1921 ameller@un.org
	Accreditation	Marybeth Curran Room S-201P Tel. 963-7181 curran@un.org
D. Security and Safety Service	Chief of United Nations Security	Jorge Villanueva United Nations Office at Geneva Room A-214 Tel. 4122-917-7270 villanuevaj@un.org
	Accreditation	Newman Pieters Room U-100 Tel. 963-7533 Fax. 963-9541 pietersn@un.org

E. Department of Public Information	Conference spokesperson	Paul Hoeffel Room S-1070L Tel. 963-8070 Fax. 963-6914 hoeffel@un.org
	Scheduling of press conferences and general media information	Edoardo Bellando Room S-1040E Tel. 963-8275 Fax. 963-1186 bellando@un.org
		Ellen McGuffie Tel. 963-0499 Fax. 963-1186 mcguffie@un.org
	TV/radio/technical information	Ivan Stoynov Room CB-056A Tel. 963-6963 Fax. 963-3860 stoynov@un.org
	Media accreditation	Sonia Lecca Room S-250A Tel. 963-6934 Fax. 963-4642 lecca@un.org

Annex I

PROTOCOL AND LIAISON SERVICE

REGISTRATION OF MEMBERS OF DELEGATIONS TO THE

SECOND WORLD ASSEMBLY ON AGEING
8 – 12 April 2002

_____ requests the U.N. Protocol and Liaison Service
Permanent/Observer Mission - IGO - Specialized Agency

to issue a grounds pass to: _____

in the capacity of: Head of Del. ( ) Delegate ( ) Support Staff ( ) Spouse ( )
VIP Party ( )

Date of arrival in Madrid: _____

Airline and Flt. No.: _____

Date of departure from Madrid: _____

Airline and Flt. No.: _____

Citizenship: _____ Passport No.: _____

Occupation in the sending State: _____

Address in Madrid: _____

SIGNATURE _____

NAME (please type) _____
Administrative Officer

_____
OFFICIAL SEAL

PERMANENT MISSION/EMBASSY: _____

DATE: _____

Second World Assembly on Ageing
8 – 12 April 2002

Name: _____ Country: _____

FOR PROTOCOL USE ONLY

Signature _____ Date: _____
(Approving Officer)

Code: VIPwo _____ VIPw _____ GD _____ DE _____ AD _____ PPwo _____ PPw _____ SS _____

Annex II

SERVICE DU PROTOCOLE ET DE LA LIAISON
INSCRIPTION DES MEMBRES DES DÉLÉGATIONS
À LA DEUXIÈME ASSEMBLÉE MONDIALE SUR LE VIEILLISSEMENT
8-12 avril 2002

_____ prie le Service du protocole et de la liaison
de l'ONU
Mission permanente – Mission permanente d'observation – Organisation intergouvernementale – Institution spécialisée

de délivrer une carte d'identité à : ___

Qualité : Chef de délégation ☐ Représentant (e) ☐ Personnel d'appui ☐ Conjoint ☐
Personnalité invitée ☐

Date de l'arrivée à Madrid : ___

Compagnie aérienne et No de vol : _____

Date du départ de Madrid : ___

Compagnie aérienne et No de vol : _____

Nationalité : _____ Passeport No : _____

Profession : _____

Adresse à Madrid : _____

SIGNATURE _____

NOM (caractères d'imprimerie SVP) _____
Fonctionnaire d'administration

MISSION PERMANENTE/AMBASSADE : _____

SCEAU OFFICIEL

DATE : _____

Deuxième Assemblée mondiale sur le vieillissement
8-12 avril 2002

Nom : _____ **Pays :** _____

RÉSERVÉ AU SERVICE DU PROTOCOLE ET DE LA LIAISON

Signature : _____ Date : _____
(Agent habilité)

Code : VIPwo ____ VIPw ____ GD ____ DE ____ AD ____ PPwo ____ PPw ____ SS ____

12 VEUILLEZ DACTYLOGRAPHIER OU ÉCRIRE EN CARACTÈRES D'IMPRIMERIE

Annex III

SERVICIO DE PROTOCOLO Y ENLACE

INSCRIPCIÓN DE LOS MIEMBROS DE LAS DELEGACIONES PARA LA SEGUNDA ASAMBLEA MUNDIAL SOBRE EL ENVEJECIMIENTO
8 a 12 de abril de 2002

_____ _____solicita al Servicio de Protocolo y Enlace de las Naciones Unidas
~~Misión Permanente/de Observación — Organización intergubernamental — Organismo especializado~~

que extienda un pase de identificación a: _____

en calidad de: Jefe de delegación ( ) Delegado ( ) Personal de apoyo ( ) Cónyuge ( )
Invitado de honor ( )

Fecha de llegada a Madrid: _____
Línea aérea y número de vuelo: _____
Fecha de salida de Madrid: _____
Línea aérea y número de vuelo: _____

Nacionalidad: _____ Número de pasaporte: _____
Profesión en el Estado de origen: _____
Dirección en Madrid: _____

FIRMA

_____

NOMBRE Y APELLIDOS (a máquina)

_____ Oficial

administrativo

MISIÓN PERMANENTE/EMBAJADA:

_____

_____
SELLO OFICIAL

FECHA: _____

_____

Segunda Asamblea Mundial sobre el Envejecimiento
8 a 12 de abril de 2002

Nombre y apellidos: _____ País: _____

ESPACIO RESERVADO PARA EL SERVICIO DE PROTOCOLO

Firma: _____ Fecha: _____
(Oficial que concede la aprobación)

Código: VIPwo ____ VIPw ____ GD ____ DE ____ AD ____ PPwo____ PPw ____ SS____

ESCRÍBASE A MÁQUINA O EN LETRA DE IMPRENTA SG6/IC